



The Association of Professional
Engineers and Geoscientists of Alberta

Continuing Professional Development (CPD) Program Changes Frequently Asked Questions

Publicly available

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1. How is the Continuing Professional Development (CPD) Program changing?

Licensed professionals will no longer be required to submit continuing professional development (CPD) hours and CPD activities in myAPEGA, totalling 240 hours over a three-year period.

Instead, each year, licensed professionals will be required to complete five core online learning modules and create and follow a Personal Annual Competency Evaluation (PACE) plan. The five learning modules focus on core concepts of the *Engineering and Geoscience Professions Act* and common issues identified from APEGA practice reviews.

Each licensed professional will create their own PACE plan and will continue to take responsibility for maintaining and enhancing their professional competence. Requirements of the CPD Program can be found in the draft of version 2.0 of the *Continuing Professional Development* practice standard, and recommended best practices regarding the PACE plan are outlined in the draft of version 1.0 of the *Personal Annual Competency Evaluation* practice guideline.

These requirements must be completed by each licensed professional's annual expiry date, which can be found on their registrant card in their myAPEGA dashboard.

2. Why is the CPD Program changing?

APEGA's Continuing Professional Development (CPD) Program is changing based on feedback from licensed professionals. The revised CPD Program puts more emphasis on licensed professionals holding themselves accountable for remaining competent, including planning CPD activities tailored to their needs and role, and remaining up to date on their legislated obligations and how they consistently meet them.

3. When does version 2.0 of the *Continuing Professional Development* practice standard come into effect?

Version 2.0 of the *Continuing Professional Development* practice standard will come into effect on January 1, 2025, and will be enforceable one year later, on January 1, 2026.

4. What is a Personal Annual Competency Evaluation (PACE) plan?

A Personal Annual Competency Evaluation (PACE) plan is a personalized plan each licensed professional creates for themselves to ensure they are completing the continuing professional development (CPD) activities required to remain competent at their practice and fulfil their role and responsibilities in their profession.

Licensed professionals can review the drafts of version 2.0 of the *Continuing Professional Development* practice standard and version 1.0 of the *Personal Annual Competency Evaluation*

practice guideline for requirements and recommended best practice when writing their PACE plans. [Links to the draft documents are available in APEGA's news post.](#)

5. **Where can I find more comprehensive information on the CPD changes?**

The requirements of the new Continuing Professional Development (CPD) Program are detailed in the draft version 2.0 of the *Continuing Professional Development* practice standard. Licensed professionals will continue to record CPD hours in myAPEGA until December 31, 2024.

APEGA is hosting information sessions on the new CPD Program until the end of March. Read the ePEG for session announcements and visit apega.ca/events to register.

Email professionalpractice@apega.ca if you have any further questions.

6. **Who do the new CPD requirements apply to?**

All APEGA licensed professionals must adhere to the requirements set out in version 2.0 of the *Continuing Professional Development* practice standard, no matter the kind of work their role requires. Life members, students, and members-in-training do not have to complete the requirements.

7. **What will happen to CPD hours recorded in myAPEGA?**

Licensed professionals will continue to record continuing professional development (CPD) hours in myAPEGA until December 31, 2024. Starting in 2025, when version 2.0 of the *Continuing Professional Development* practice standard is in effect, submissions of hours for activity-based reporting in myAPEGA will no longer be required.

8. **When and where will the learning modules be available?**

Some learning modules are already available in APEGA's learning management system (LMS), which licensed professionals can access by logging in to their [myAPEGA account](#). New modules will be available in 2025 and further details will be provided at that time.

Licensed professionals may be familiar with some modules or may have taken them previously. However, even if a licensed professional has taken one of the modules before, they must complete them again by their expiry date on their registrant card in myAPEGA, once version 2.0 of the *Continuing Professional Development* practice standard comes into effect in 2025.

9. **How does the new CPD Program compare to CPD requirements in other jurisdictions?**

The Personal Annual Competency Evaluation (PACE) plan is similar to continuing professional development (CPD) requirements of Engineers and Geoscientists British Columbia. The focus is to switch to specific learning requirements for the licensed professional.

The learning modules were added as a requirement due to findings from practice reviews which identified key standards that were not being consistently applied across the professions.

10. How can licensed professionals provide comments on the changes to the CPD Program?

Licensed professionals can provide comments using the provided Formstack links after they review the drafts of version 2.0 of the *Continuing Professional Development* practice standard and version 1.0 of the *Personal Annual Competency Evaluation* practice guideline. [Links to the draft documents and comment forms are available in APEGA's news post.](#)

APEGA is also offering information sessions at which the changes to the CPD Program will be presented and attendees can ask questions. Read the ePEG for session announcements and visit apega.ca/events to find out more and to register.

11. Does my employer need to review my PACE plan?

As recommended in draft version 1.0 of the *Personal Annual Competency Evaluation* practice guideline, licensed professionals are encouraged to discuss their PACE plans with their employer, Responsible Member, supervisor, and peers, but doing so is not a requirement.

12. Can APEGA verify that my PACE plan is adequate?

Licensed professionals have an obligation through the *Engineering and Geoscience Professions Act* to maintain their competency, and it is their responsibility to create and follow their Personal Annual Competency Evaluation (PACE) plan as part of meeting their legislated obligations. APEGA will provide a template of a PACE plan for licensed professionals to refer to while developing their own plan. APEGA will not verify PACE plans are adequate because it is up to the licensed professional to determine what is required for them to maintain competency.

13. Will the modules be the same every year?

Some modules may remain the same, but they will be updated and adjusted as legislation, practice standards, guidelines, or bulletins are revised.

14. Why is APEGA removing the requirement for licensed professionals to complete a specific number of hours of professional development?

This change shifts the focus to the quality of continuing professional development (CPD) activities instead of the quantity of CPD hours. It ensures licensed professionals focus on key standards and requirements.

Each professional is responsible for the maintenance of their competency and will need to be able to justify it to their peers, if need be, through their Personal Annual Competency Evaluation (PACE) plan and CPD activity records.

15. What happens if a licensed professional does not submit their PACE plan when requested by APEGA?

Section 4.0 of draft version 2.0 of the *Continuing Professional Development* practice standard outlines the consequences of non-compliance with the Continuing Professional Development Program.

At any time, the Practice Review Board may request a licensed professional's PACE plan. Licensed professionals will be provided a notice to comply, which will include a deadline to submit a complete written record of their PACE plan. In accordance with the *General Regulation* 19.1 under the *Engineering and Geoscience Professions Act*, failure to provide a written record of their PACE plan, including supporting documents proving adherence to their PACE plan, by the compliance deadline may result in cancellation of registration.

16. What happens if APEGA or the Practice Review Board determines that my PACE plan is unacceptable, or I am not in compliance with it?

Section 4.0 of draft version 2.0 of the *Continuing Professional Development* practice standard outlines the consequences of non-compliance with the Continuing Professional Development (CPD) Program.

If the Practice Review Board (PRB) is not satisfied that a licensed professional is complying with the requirements of the CPD Program, *General Regulation* 20(2) authorizes the PRB to conduct a review of the licensed professional's practice. If non-compliances are identified, the PRB may determine appropriate consequences, which may include referring the matter to the Investigative Committee.

17. I no longer do technical or design work—I work in management. Do I still need to complete the new CPD requirements?

All licensed professionals must complete the requirements of version 2.0 of the Continuing Professional Development practice standard. Licensed professionals in management roles can ensure their Personal Annual Competency Evaluation (PACE) plans will align with the responsibilities of their role and help them to remain competent professionals.